



MOBILE DEVICE POLICY

Responsible Department: Employee Safety

Last Updated: September 2013

PURPOSE

The use of mobile devices while at work may present a hazard and/or distraction to the employee and fellow employees working in the same area. The purpose of the mobile device policy is to provide standards for Indiana Department of Transportation (INDOT) employees to define the safe use, including appropriate times and place, to utilize mobile devices.

SCOPE

This policy applies to all Indiana Department of Transportation (INDOT) employees.

DEFINITION OF A MOBILE DEVICE

Mobile devices are defined in this policy as portable computing and/or communication devices, including but not limited to cellular phones, smart phones, laptops and tablets.

STATEMENT OF POLICY

The use of mobile devices shall not pose a safety hazard or disrupt business operations. INDOT work activities, the safety of personnel and safe operational procedures shall not be jeopardized by the use of mobile devices. Each work activity and work environment is unique and it is vital that employees evaluate the work activity and work environment for the safest possible locations to utilize a mobile device.

The use of mobile devices while driving is strongly discouraged. INDOT encourages all employees to use hands free devices. If a hands free device is not available, employees should pull over to the side of the road at the safest opportunity or pull into a rest stop or parking lot and stop the vehicle. Texting and/or reading text is not permitted while driving at any time (Indiana Code § IC 9-21-8-59).

Employees that are driving a Commercial Motor Vehicle (CMV) shall not use a hand held cellular phone. Driving means operating a commercial motor vehicle, including while temporarily stationary because of traffic, traffic control device, or other momentary delays. Using a hand-held mobile telephone is only permissible by drivers of a CMV when necessary to communicate with law enforcement officials or other emergency services. Hands free mobile devices may be used while driving as long as the driver remains stationary in the driver seat while reaching for the device. (Federal Code 49 C.F.R 392.82).

Employees working on jobsites and/or within work zones shall find a "safe zone" for use. Employees shall not use mobile devices:

- While driving through work zones/jobsites
- While walking through work zones/jobsites
- Near moving vehicles and/or heavy equipment without a physical barrier

RESPONSIBILITY

Employees are responsible for ensuring the safe use of mobile devices in accordance with agency, local, state and federal laws. Failure of employees to comply may result in disciplinary action up to and including dismissal.

Supervisors and managers are responsible for ensuring employee compliance with agency, local, state and federal laws. Failure of supervisors and managers to comply may result in disciplinary action up to and including dismissal.

REFERENCES

INDOT Employee Handbook

Indiana Department of Administration (IDOA) Fleet Management Policy

Indiana Code § IC 9-21-8-59

Federal Code 49 C.F.R 392.82

APPROVAL



Kim Pearson, Deputy Commissioner of Human Resources

9-16-13

Date